

25X1A

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010044-7

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*This includes, but is not limited to: typing of forms, administrative review, review by Counsel, obligation by Finance or Fiscal, security clearance, approval of use of alias, etc.

Requisitions and Memoranda:

Brought Forward:	83
Received:	12
Completed:	11
Pending:	84

Requisitions Processed:

Under 30 days:	4
30 - 60 days:	6
Over 60 days:	<u>1</u>
	11

NOTE: 12 actual requisitions and 5 memos and letters were received during the week which will require a contract or other action by the Contract Negotiators. Since, in many cases, two or more of these documents may be consolidated into one action, these figures do not necessarily mean that 17 separate actions will be required. The figures above of contract action requests received, completed or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in a net new contract action of 12. The number of contract documents increased by 1 from 83 to 84.



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WEEKLY REPORT

31 December 1954

Period Covered 27 December 1954 through 31 December 1954

Status of Contracts Requiring Administrative Action, Contract
Administration Section, Contract Branch, PD/LO

Total Active Contracts Beginning of Period.....426
New Contracts Added During Period..... 2
Total.....428

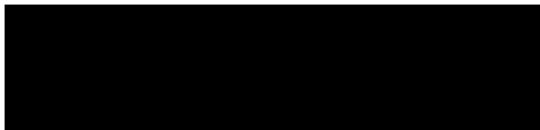
Contracts Closed out During Period..... 2

Total Active Contracts End of Period.....426

Of the above contracts, administrative action was required as follows:

1. Number of contracts requiring administrative action which was
not critical or urgent..... 75
2. Number of contracts requiring administrative action which was
critical or urgent..... 10
3. Number of contracts on which no action was required.....341

Total Active Contracts.....426



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WEEKLY REPORT

For week 27 December through 1 January 1955

Total Active Purchase Orders Beginning of Period.....	1732
New Purchase Orders Added During Period.....	92
Total.....	1824
Purchase Orders Completed During Period.....	152
Total Active Purchase Orders End of Period.....	1672
Letter Follow-up (Purchase Order Deliveries).....	0
Letters.....	0
Memos.....	0
Requisitions.....	183